

Defense Logistics Agency Instruction



DLAI 7415
Effective July 16, 2012
DLA Human Resources Policy (J14)

Category Rating for Delegated Examining Positions

References: Refer to [Enclosure 1](#).

1. PURPOSE:

a. This Defense Logistics Agency (DLA) Instructions implements DLA policy for category rating in competitive examining which are positions open to the public (All United States Citizens) and describes the process therein.

b. The intent of this policy and process is to establish DLA-wide administration of category rating.

c. The focus of this process is the strategic management of human capital, thereby facilitating the Agency's ability to provide quality applicants to meet mission needs.

2. APPLICABILITY: This Instruction applies to all DLA Headquarters, DLA Primary Level Field Activities (PLFAs), and all other DLA serviced activities.

3. POLICY:

a. DLA plans to increase flexibility in selecting quality candidates through a category based ranking method. This approach is a way of assessing, ranking, and selecting job candidates for positions filled through competitive delegated examining procedures. The policy is established in accordance with Public Law 107-296, Title 5, United States Code (U.S.C.) 3319; 5 Code of Federal Regulations (CFR) Part 337, subpart C (Reference (a)).

b. This DLA Instruction applies to all competitive positions, to include general schedule, wage grade, permanent or time-limited appointments filled through the delegated examining process whereby authority is granted by Department of Defense (DoD).

c. Covered positions will be assessed under category rating in accordance with Procedures outlined in [Enclosure 2](#).

d. Administrative Careers with America positions, entry level, two grade interval

General Schedule 5 and 7 are covered by this policy under the guidelines of 3b above. See [Enclosure 3](#) for a series list of Administrative Careers with America covered positions.

4. RESPONSIBILITIES:

- a. The DLA Human Resources Services offices are responsible for the implementation and utilization of category rating for all competitive examining positions.
- b. Selecting Officials must use category rating when making selections for competitive examining positions.
- c. DLA Human Resources Policy is responsible for the policy and compliance reviews within DLA.

5. PROCEDURES: See [Enclosure 2](#).

6. EFFECTIVE DATE: This Instruction is effective immediately.

Director, DLA Strategic Plans and Policy

Enclosures:

- Enclosure 1 - References
- Enclosure 2 - Procedures
- Enclosure 3 - Administrative Careers with America Covered Positions
- Enclosure 4 - Veterans Selection Example
- Enclosure 5 - Merging Examples

ENCLOSURE 1

REFERENCES

- a. Authorities: Public Law 107-296; Title 5 U.S.C. 3319; 5 CFR, Part 337, Subpart C, <http://www.opm.gov/HiringReform/HiringReformRequirements/CategoryRating/CategoryRatingPolicyTemplate.pdf>.
- b. Presidential Memorandum – Improving the Federal Recruitment and Hiring Process dated May 11, 2010, <http://www.whitehouse.gov/the-press-office/presidential-memorandum-improving-federal-recruitment-and-hiring-process>.
- c. Office of the Under Secretary of Defense Memorandum, “Category Rating and Selection Procedures,” dated 19 Jul, 2004, http://www.cpms.osd.mil/fas/staffing/staffing_category_rating.aspx.
- d. Director, Office of Personnel Management Memorandum, “Category Rating Guidance,” dated March 14, 2006, Federal Register dated June 15, 2004, http://www.cpms.osd.mil/fas/staffing/staffing_category_rating.aspx.
- e. U.S.C., Section 3319, http://frwebgate.access.gpo.gov/cgi-bin/getdoc.cgi?dbname=browse_usc&docid=Cite:%2B5USC3319.
- f. Uniform Guidelines on Employee Selection Procedures, 29 CFR 1607 and 5 CFR 300.
- g. Delegated Examining Operations Handbook, http://www.opm.gov/deu/Handbook_2007/DEO_Handbook.pdf.

ENCLOSURE 2

PROCEDURES

1. Quality Categories. Candidates will be assessed against job-related criteria assigned to one of three previously defined DoD quality categories: Best-Qualified, Highly-Qualified and Qualified, depending upon the quality and relevance of their qualifications to the job. A Human Resources Specialist will conduct a thorough job analysis in accordance with the “Uniform Guidelines on Employee Selection Procedures” (Reference (f)), to define quality categories. The competencies and knowledge, skills, and abilities identified in the job analysis will serve as the foundation for DLA’s assessment strategy. Broad definitions for each category are:

a. Best Qualified. This highest category of the three categories will be used for those candidates who possess the type and quality of experience that substantially exceeds the minimum qualifications of the position as determined by the job analysis, including all selective placement factors and appropriate quality ranking factor(s) as determined in the job analysis. To be Best Qualified, the candidates are considered by DLA Human Resources Services and the subject matter expert (selecting official) as being highly proficient in all requirements of the job and can perform effectively in the position almost immediately or with a minimum amount of training and/or orientation.

b. Highly Qualified. This second highest category of the three categories will be used for those candidates who possess the type and quality of experience that exceeds the minimum qualifications of the position, as determined by the job analysis. To be Highly Qualified, the candidates are considered by DLA Human Resources Services and the subject matter expert (selecting official) as being proficient in most of the requirements of the job and can perform effectively in the position with a normal amount of training and/or orientation as determined by the job analysis.

c. Qualified. This lowest category of the three categories will be used for those candidates that meet the minimum qualifications of the position and are proficient in some, but not all, of the requirements of the position. Candidates may require extensive training and/or orientation in order to satisfactorily perform the duties of the position as determined by the job analysis. To be Qualified, the candidates are considered by DLA Human Resources Services and the subject matter expert (selecting official) as meeting the minimum requirements of the job and will need significant training and/or orientation as determined by the job analysis.

2. Exception. When using the Office of Personnel Management Standing Registers, Agencies must follow the Office of Personnel Management’s established quality categories for each register.

3. Assessment. Applicants will be placed in one of the three Quality Categories based on their rating against job-related criteria established from the job analysis process and developed

assessments. For Administrative Careers with America covered positions, DLA will assess applicants utilizing the Office of Personnel Management's approved Administrative Careers with America assessment. The Quality categories will be assigned cut-off scores using the following scales:

a. Scale A: Establishes the following scores for the three quality categories and will be the Primary scale used for DLA positions:

Best Qualified: _____ 100-94
Highly Qualified: _____ 93-82
Qualified: _____ 81-70

b. Scale B: A flat scale with cut-off scores of 90/80/70 for the three quality categories may be used when appropriate (i.e., large pools of applicants necessary to fill many vacancies, usually at lower grade levels). Documentation may consist of past recruitment statistics, needed for a larger pool of applicants, or other appropriate information.

c. Scale C: Cut-off scores are established through documented system response testing which confirms cut-off scores other than those identified in the scales above. Applicant testing is conducted based on the expected questionnaire responses for each quality category which establishes the cut-off scores. Documentation will consist of test applicant response data.

Note: Scales B and C will be used on a case-by-case basis and documented in the case file.

4. Announcement: The job opportunity announcement for each position to be filled must clearly define the categories each applicant will be assessed against based on the competencies and skills, knowledge, and abilities directly related to the job. DLA Human Resources Services must use the "How You Will Be Evaluated" section of the job opportunity announcement to communicate to applicants the rating criteria, i.e., the categories, which will be used to assess all applicants, "Best-Qualified", "Highly-Qualified" and "Qualified".

5. Ranking: Assessed applicants will be placed in the appropriate quality category and ranked according to preference eligibility and non-preference eligibility. Within each category, all qualified preference eligibles are placed ahead of non-preference eligibles. Qualified preference eligibles are listed in alphabetical order within each preference category (10 Point 30 percent or More Compensable Disabled Veteran, 10 Point of at least 10 percent but less than 30 percent Compensable Disabled Veteran, 10 Point Derived Preference or Non Compensable Veteran (XP), 5 Point Tentative Preference Veteran. Qualified non-preference eligibles are listed in alphabetical order. The following are exceptions:

a. For scientific and professional positions at the grade 9 levels (or equivalent or higher qualified preference eligibles with a compensable service connected disability of 10 percent or more (Compensable Disabled Veteran and are placed ahead of non-preference eligibles within the same quality category. Candidates within the preference groups will be listed in alphabetical order.

b. For all other positions (series) and grade levels, qualified preference eligibles with a compensable service-connected disability of 10 percent or more are placed at the top of the highest quality category regardless of the quality category for which they qualified and ahead of non-preference eligibles rated in the highest quality category (CPS and CP eligibles “float” to the highest quality category). Candidates within the preference groups will be listed in alphabetical order.

6. Merging Categories. When there are fewer than three candidates in the highest quality category, the category may be merged with the next lower quality category. When merging categories, preference eligibles from the lower category will be placed in the highest quality category above the non-preference eligibles in the newly merged highest quality category. The selecting official may choose one of the following options:

a. Consider candidates on original, un-merged Certificate of Eligibles and make selection.

b. Make initial selection(s) from un-merged Certificate of Eligibles and then request the Certificate of Eligibles be merged for additional selections. This option requires, for reconstruction purposes, detailed documentation in the case file for any selections made prior to the merge, including the date, and documents the date the categories are merged.

c. Review the applicants on the original, un-merged certificate and request that the Certificate of Eligibles be merged prior to any selections.

7. Selection: Selections are made from pre-determined quality categories described in this enclosure under 1. Candidates are assigned to a category utilizing one of the assessment scales defined in this enclosure in 2. Referral for selection will be made as outlined below.

a. All eligible candidates in the highest quality category must be sent on the Certificate of Eligibles or refer only all eligible veterans in the highest quality category when the number of veterans exceeds the number of jobs to be filled (Examples in [Enclosure 4](#)).

b. Pass over requests of preference eligibles will be processed as prescribed in 5 U.S.C. 3318 using procedures in the Office of Personnel Management’s Delegated Examining Operations Handbook, Chapter 6, Section D, Object to an Eligible (Reference (g)) .

c. Veterans’ preference points as prescribed in 5 U.S.C. 3309 will not be applied in category rating procedures.

d. The “three consideration” rule embodied in 5 CFR 332.405 does not apply in category rating.

8. Records Retention and Reporting Requirements:

a. The Delegated Examining category rating records will be retained in accordance with the schedule outlined in Appendix C of the Office of Personnel Management Delegated Examining Operations Handbook (Reference (g)).

b. DLA Human Resources Services must report to Congress, the use of category rating and selection procedures annually, in each of the 3 years following establishment of the category rating system, in accordance with 5 U.S.C. 3319(d). DLA Human Resources Services will complete and submit the Delegated Examining Quarterly Workload Report in USA Staffing (DLA's automated recruitment system). Submit reports to the Office of Personnel Management through the Delegated Examining Information System, with a copy to the DoD Evaluation office identified in the DLA delegation and a copy to DLA Human Resources Policy.

ENCLOSURE 3

ADMINISTRATIVE CAREERS WITH AMERICA COVERED POSITIONS

Covered Positions Below is the list of covered positions, updated as of November 2002.

Series	Position Titles
0011	Bond Sales Promotion
0018	Safety and Occupational Health Management
0020	Community Planning
0023	Outdoor Recreation Planning
0025	Park Ranger
0028	Environmental Protection Specialist
0080	Security Administration
0101	Social Science
0105	Social Insurance Administration
0106	Unemployment Insurance
0107	Health Insurance Administration
0110	Economics
0130	Foreign Affairs
0131	International Relations
0132	Intelligence
0140	Manpower Research and Analysis
0142	Manpower Development
0150	Geography
0170	History
0180	Psychology
0184	Sociology
0187	Social Services
0190	General Anthropology
0193	Archeology

0201	Human Resource Management Former covered title and series: Personnel Management (0201) Military Personnel Management (0205) Personnel Staffing (0212) Position Classification (0221) Occupational Analysis (0222) Salary and Wage Administration (0223) Employee Relations (0230) Labor Relations (0233) and Employee Development (0235)
0244	Labor Management Relations Examining
0249	Wage and Hour Compliance
0301	Miscellaneous Administration and Program
0341	Administrative Officer
0343	Program Management and Program Analysis
0346	Logistics Management
0391	Telecommunications Specialist
0501	Financial Administration and Programs
0526	Tax Technician (Series renamed Tax Specialist)
0560	Budget Analysis
0570	Financial Institution Examining
0673	Hospital Housekeeping Management
0685	Public Health Program Specialist
0901	General Legal and Kindred Administration Former covered title and series: Federal Retirement Benefits (0270) Contact Representative (Two-grade interval position) (0962) General Claims Examining (Two-grade interval position) (0990)
0950	Paralegal Specialist
0958	Pension Law Specialist
0965	Land Law Examining
0967	Passport and Visa Examining
0987	Tax Law Examining

0991	Worker's Compensation Claims Examining
0993	Railroad Retirement Claims Examining
0994	Unemployment Compensation Claims Examining (Series canceled August 2002)
0996	Veterans Claims Examining
1001	General Arts and Information
1015	Museum Management (Curator)
1035	Public Affairs
1082	Writing and Editing
1083	Technical Writing and Editing
1101	General Business and Industry Former covered title and series: Contractor Industrial Relations (0246)
1102	Contracting Series
1103	Industrial Property Management
1104	Property Disposal
1130	Public Utilities Specialist
1140	Trade Specialist
1145	Agricultural Program Specialist
1146	Agricultural Marketing
1147	Agricultural Market Reporting
1150	Industrial Specialist
1160	Financial Analysis
1163	Insurance Examining
1165	Loan Specialist
1169	Internal Revenue Officer
1170	Realty
1171	Appraising
1173	Housing Management Specialist
1176	Building Management
1412	Technical Information Services
1420	Archivist

1421	Archives Specialist
1654	Printing Management Specialist
1701	General Education and Training
1715	Vocational Rehabilitation
1720	Educational Program
1801	General Inspection, Investigation, and Compliance Restricted to following positions and agencies: Civil Aviation Security Specialist (FAA Only) Center Adjudication Officer (INS Only) District Adjudication Officer (INS Only)
1810	General Investigator
1811	Criminal Investigator
1812	Game Law Enforcement
1816	Immigration Inspection
1831	Securities Compliance Examining
1854	Alcohol, Tobacco, and Firearms Inspection
1864	Public Health Quarantine Inspection
1889	Import Specialist
1890	Customs Inspection
1910	Quality Assurance Specialist
2001	General Supply
2003	Supply Program Management
2010	Inventory Management
2030	Distribution Facilities and Storage Management
2032	Packaging
2050	Supply Cataloging
2101	Transportation Specialist
2110	Transportation Industry Analysis
2125	Highway Safety
2130	Traffic Management
2150	Transportation Operations
2210	Information Technology Management

	Former covered title and series: Computer Specialist (Trainee, Alternative B Qualifications) (0334)
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ENCLOSURE 4

VETERANS SELECTION EXAMPLES

Situation 1: The number of veterans in the highest quality category exceeds the number of jobs to be filled. Example: There is one job to fill and the highest quality category contains 9 veterans and a number of nonveterans. In this case, only the 9 veterans should be sent to the hiring official because the chances of selecting a nonveteran (in accordance with the law) are minimal.

Situation 2: There are fewer veterans in the highest quality category than the number of jobs to be filled. Example: There are 10 jobs to be filled and the highest quality category contains 5 veterans and 10 nonveterans. In this case, all the names (veterans and nonveterans) in the highest quality category should be sent to the hiring official.

Situation 3: The number of veterans in the highest quality category equals the number of jobs to be filled. Example: There are 5 jobs to be filled and the highest quality category contains 5 veterans and 10 nonveterans. In this case, only the veterans in the highest quality category may be sent or all of the veterans and nonveterans in the highest quality category may be sent (in case one or more of the veterans are not available) to the hiring official.

Referring Veterans (Only)

Best Qualified

Vickie Dov (CPS)
Tom Deals (TP)
Mari Isa-Doll (TP)
Ruth Kant (TP)
Anne H. Moutcsers (TP)
Matt E. Ore (TP)
John Rose (TP)
Deb Texter (TP)
Peter Wolfe (TP)
Pam Candy (NV)
Vickie Flute (NV)
Jim Snow (NV)
Natasha Vendor (NV)
Missy Wind (NV)

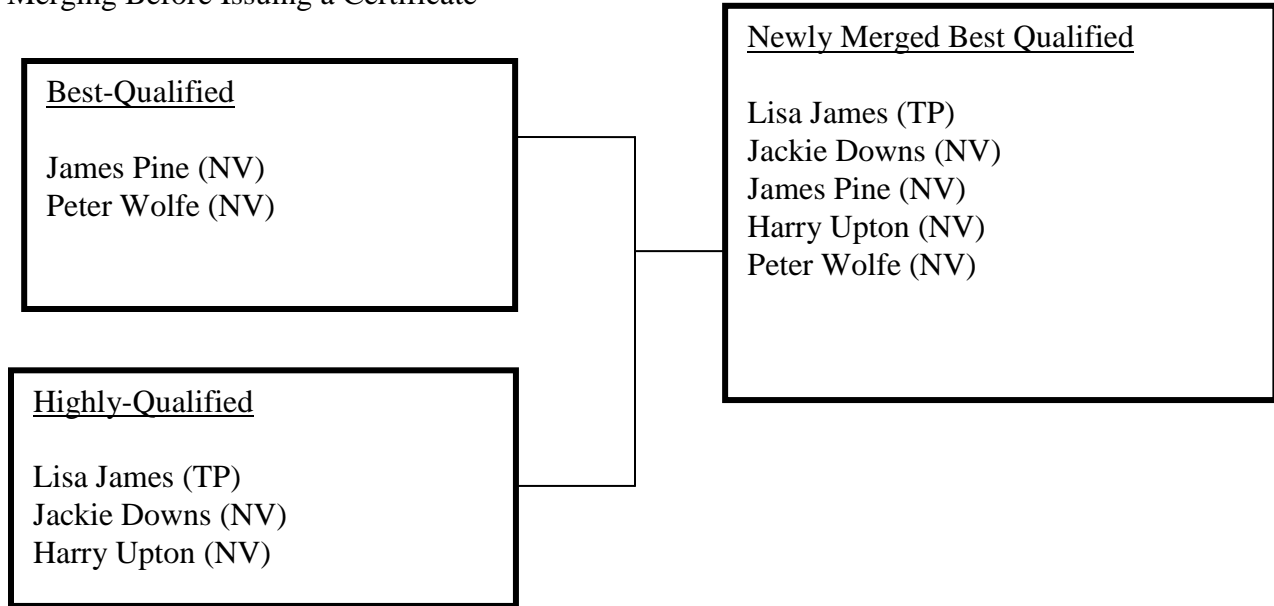
Best Qualified - Referred to Selecting Official

Vickie Dov (CPS)
Tom Deals (TP)
Mari Isa-Doll (TP)
Ruth Kant (TP)
Anne H. Moutcsers (TP)
Matt E. Ore (TP)
John Rose (TP)
Deb Texter (TP)
Peter Wolfe (TP)

ENCLOSURE 5

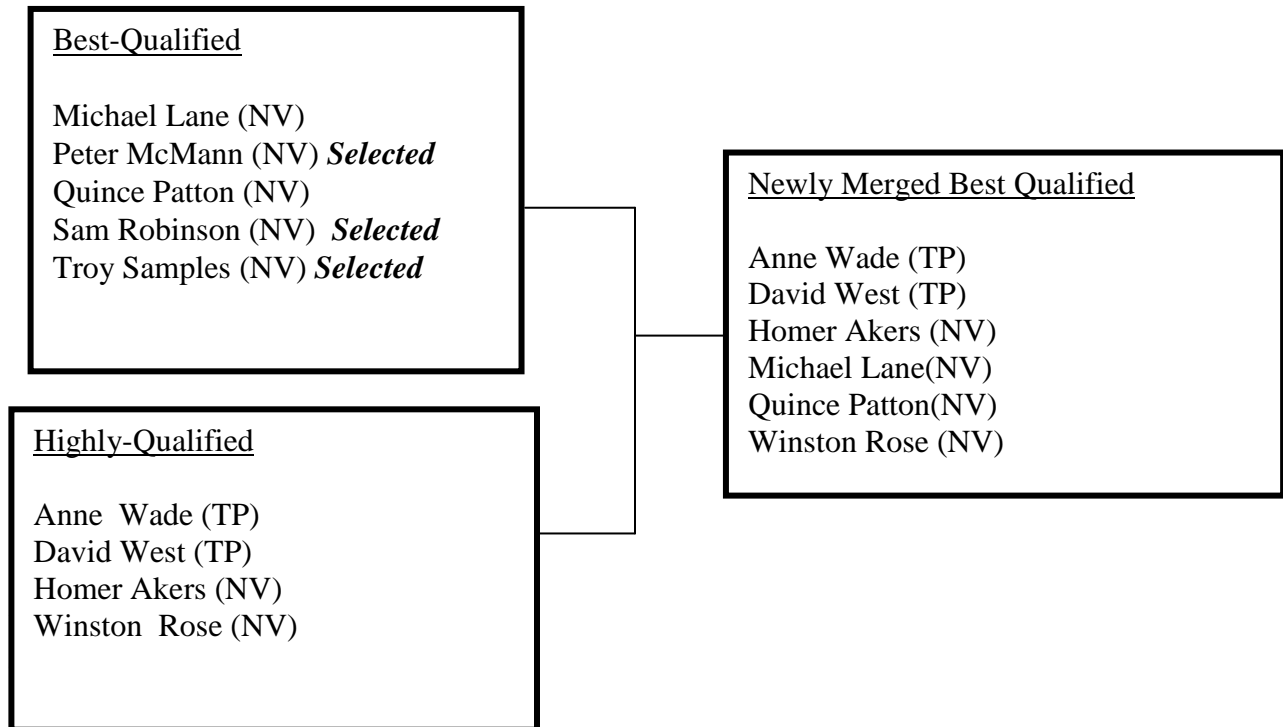
MERGING EXAMPLES

Merging Before Issuing a Certificate



Note: If there are only 2 eligible candidates in the Best Qualified category, the selecting official may request the categories be merged prior to issuance. However, the result of merging the Best Qualified category with the next lower category (Highly-Qualified) requires placing the qualified preference eligible at the top of the newly merged quality category. This would result in the selecting official only having one candidate to consider. You may not pass over a preference eligible to select a non-preference eligible.

Merging After Making Initial Selection of Eligibles



Note: The selecting official may select from among the eligible candidates in the Best Qualified category or newly merged category comprised of the Best and Highly Qualified quality categories.